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# ALBERT HOUSE

## HOUSE RULES

## & PENALTIES





**Albert House**

Managed by  
Supreme Gourmet House Pty Ltd  
ABN: 62 643 393 920



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## HOUSE RULES & PENALTIES

- 1) Albert House residents must familiarise themselves with abide by **ALL** Albert House rules, regulations, policies, procedures and codes of conduct. Ignorance will not be accepted as an excuse for any breach or violation.

### **ALBERT HOUSE CURFEW:**

- 2) ALL under 18 students must return to and remain within Albert House by 10:00pm each night.
- 3) All under 18 students must sign the relevant Curfew Roll at Albert House Reception between 9:00pm – 10:00pm each night.

### **SERIOUS OFFENCES:**


- 4) **NO ALCOHOL, CIGARETTES** (including e-cigarettes and vaporizers) or **DRUGS** are allowed to be consumed, possessed or sold within Albert House premises by our residents at any time.
  - Any damage to Albert House property resulting from the consumption or possession of alcohol, cigarettes or drugs on Albert House premises will be the responsibility of the offending person. For example, if a resident has been smoking in their room and the furnishings (including carpets and blinds) are stained with smoke smells, the resident will have to bear the cost of removing the smells from the carpet and furnishings. The minimum penalty for this is AUD\$200.
  - If you are found in possession of illegal substances, the Police may be called in as this is a criminal offence.
- 5) No gambling of any form is permitted within Albert House premises. The Police may be called in for gross violations of this rule.
- 6) No sexual relationship or cohabitation is permitted within the Albert House premises.
- 7) No theft will be permitted or tolerated within Albert House premises. Albert House is fitted with a state-of-the-art CCTV system, recordings of which will be made available to identify and if necessary, prosecute thieves within our premises. Theft of any form is a criminal offence and is punishable by law.
- 8) No fighting or quarrelling will be tolerated within our premises. All arguments, quarrels and differences will have to be mutually settled or resorted to management for mediation or arbitration.
  - Please review our Complaints Policy & Procedure document for further information.




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### **RESPONSIBILITY FOR PROPERTY:**

- 9) No pouring/spilling of water is permitted on bathroom floors as this may lead to damage of the floor, water leaks to the level below, and will pose a safety risk to yourself and others using the bathroom.
- 10) No ball games of any form are permitted to be played within our premises. Damage to property (including soiling of walls or furnishings) will have to be paid for by the offending party/parties to remedy the damage done.
- 11) No fly-wire screens are to be removed or taken away from their window fitting without permission from management. Violators caught breaking this rule will be charged \$50.00 for damage to fly-wire screens or a minimum of \$100.00 for replacement costs.
- 12) No painting/drawing/markings of any kind is permitted on Albert House walls, doors or furnishings.
- 13) No nailing or pinning of pictures/posters is allowed on walls or doors. Only Blu Tack or 3M™ brand products can be used. It is the boarder's responsibility to remove all Blu Tack or 3M™ products before they leave Albert House. All products must be removed safely according to manufacturer's instructions and any remaining marks must be cleaned, or re-painted over at the offending party's cost. No posters or pictures are allowed to be displayed on the outside of the bedrooms or doors.
- 14) ONLY TOILET PAPER is to be flushed down the toilet. ALL other personal hygiene products (e.g. wipes, tissues, plasters, cotton balls/buds/pad, feminine hygiene products) must be disposed of in the rubbish bin provided. If toilet blockages result from violation of this rule, the offending resident will be responsible for any costs involved in fixing the problem.
- 15) All breakages or damage to Albert House property are to be reported to management and any costs associated with the necessary repair or replacement is to be borne by the person/s responsible. If these costs are not paid when requested by management, the monies will be withheld from the resident's Security Bond at the end of their tenancy.

### **RESPECT FOR OTHERS**


- 16) Appropriate noise level: each and every resident has paid for and is entitled to a reasonable level of peace and quiet for their living, studying and general well-being at Albert House. Therefore, please be considerate in regards to the amount of noise you make so as not to cause a nuisance to others, especially between the hours of 10pm – 8am.
  - No shouting, yelling, excessive swearing or loud volume of musical instruments, or electrical devices will be tolerated.
    - This includes shouting or yelling across rooms and airwells, between windows or doors of rooms and in corridors, passages and stairwells.
    - Headphones for audio-visual appliances are required after 10:00pm.




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- 17) All residents are to conduct themselves in a proper and reasonable manner that is not noisy, unbecoming or offensive to others. No bad language or swearing will be tolerated.

### **HEALTH & SAFETY CONSIDERATIONS**


- 18) No food from the Dining Room or from “home delivery services” is to be taken into bedrooms for consumption. This is for reasons of cleanliness and hygiene as smells and scraps from food consumed in rooms can lead to insect/pest infestations. All food is to be consumed in either the Dining Room or the Tea Room.
- 19) No cooking of food or boiling of water is allowed in bedrooms because due to Fire Safety regulations and City of Melbourne Health Department regulations. Hot water flasks are permitted.
- 20) No open fire (e.g. candles, aromatherapy incense, candles) nor materials that can cause a fire (e.g. matches, lighters, flammable liquids) are permitted to be used in Albert House rooms.
- 21) No other electrical appliances are permitted in bedrooms besides personal computers, small audio-visual devices (i.e. tablet, radio, Bluetooth speaker), hairdryers, and shavers. Any other electrical device or appliance will require prior approval from Albert House management.
- 22) Any tampering of electrical fittings and fixtures (e.g. lights, smoke detectors) is a serious offence under City of Melbourne Council Regulations. Violators will be charged for the cost of replacing any appliances that have been removed or damaged.
- Light bulbs are only to be replaced by management.
- 23) No hot metal or iron is allowed to be placed on carpets - carpets are made of synthetic/wool materials and will burn or scorch. Ironing of clothes is only permitted when using the ironing board provided outside the laundry room. Damage to carpets will be the responsibility of the offender.
- 24) No container of water or any type of liquid is to be left on top of or near heaters or any other electrical appliance. This poses a risk of electrocution. All electrical points and extension points are to be kept clear of bedding, clothing or any flammable material, to avoid sparks from faulty wiring causing a fire or electrocution.
- 25) For both hygiene and safety reasons, all rooms are to be kept clean and uncluttered so as not to cause accidents or pose a risk of electrical fire. Management will not be held responsible for any accident caused by negligence of this rule. Residents are to vacuum their own bedrooms using the vacuum cleaners provided. Management reserves the right to conduct random checks of bedrooms on occasion to enforce this rule.
- 26) All lights and electrical appliances, including heaters and fans, must be turned off when not in use and when the resident leaves the room.




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- 27) It is the responsibility of each resident to keep their room locked at all times in order to avoid any theft.
- 28) Under Fire Safety regulations, all corridor doors and the main front door are to be kept closed at all times. Each resident must ensure these doors are properly closed whenever going out or coming in, by physically closing the doors quietly by hand.
- 29) No animals, birds or pets of any kind are allowed to be kept on Albert House premises. This is regulation prescribed by the City of Melbourne Health Department.
- 30) No visitors, friends or relatives of residents are allowed to stay overnight in any part of the Albert House premises or to consume Albert House foods without prior approval from management.
- 31) No visitors, friends or relatives of residents are allowed in the residential areas of Albert House without prior approval from management. All social activities are to be conducted in the Dining/Common Room on the ground floor.
- 32) No resident is permitted to pass their Albert House swipe card or key to any unauthorized person. Any unauthorized person found entering Albert House premises with an Albert House swipe card/key without authority from management will be considered to be trespassing. Trespassing is a criminal offence punishable by law and will be dealt with as such by the relevant authorities.

Any resident who loses their swipe card or key will have to bear the cost of having the card/key replaced AND the locks replaced.

### **GENERAL**

- 33) Due to frequent abuse in the past, any request for individual rooms to be opened by Albert House staff due to the forgetfulness of the resident (other than the very first instance) may result in an administrative fee.

The fee is for the time Albert House staff are taken away from their usual duties to attend to unlocking doors due residents' forgetfulness and to provide a deterrent from this becoming a recurring event.

Fees:

- |                      |   |
|----------------------|---|
| a) 8.00am to 5.00pm  | \$5.00 each instance                            |
| b) 5.00pm to 11:00pm | \$10.00 each instance                           |
| c) 11:00pm to 8:00am | management will not be obliged to open any room |


- 34) Management will not be held responsible for any negligence leading to damage or loss of property or person within our premises. Each resident is kindly asked to bear in mind that it is better to respect the rights of others so that others will respect your rights in return.
- 35) Management reserves the right to:




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- i. have access to all rooms (without notice, but with due diligence) to check on safety rules, cleanliness, noisy or unbecoming behavior, and to conduct and enforce our house rules and regulations.
- ii. take appropriate and necessary action to ensure a safe and comfortable environment for all our residents.
- iii. terminate the Tenancy Agreement for any misconduct, misbehavior or undue refusal to observe Albert House rules, regulations, policies, procedures, or Codes of Conduct.
- iv. amend any rules that it deems appropriate.

### **VIOLATIONS**

1. If you are found in violation of any Albert House rule, regulation, policy, procedure or Code of Conduct, Albert House management will issue you with up to 3 verbal/written warnings.
2. If you are found in violation after the third warning you will receive written notice that Albert House will be terminating your tenancy agreement and that you are to find alternate accommodation within 14 days.
3. All written warnings/notices will be forwarded to your parent and/or guardian as well as your university/college.
4. Upon termination of your tenancy due to the violation of our rules, regulations, policies, procedures or Codes of Conduct, Albert House **WILL NOT** refund any monies paid to date. Any reparative costs incurred due to your violation of our rules, regulations, policies, procedures or Codes of Conduct will be deducted from your security bond.

**Albert House strives to be a “*home away from home*” for all our residents and we greatly appreciate the cooperation of all Albert House residents in achieving this.**



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